

SISK12: Combine Students into Families

School Information Systems, Inc. Proprietary and Confidential

Path: Utilities → Student → Combine Students into Families

Overview

SISK12 is a family-based system in order to simplify processing Free and Reduced Lunch Applications as well as family information updates. If your district has chosen to import students into single-student families, you may now wish to consolidate your student data into the appropriate families. SISK12 will do this by looking at each student's home telephone number. All students with the same home telephone number with enrollment in the current year will be added to the family of the youngest child.

Verify Telephone and Address Information

1. Click **Reports** → **Student** → **Enrollment Verification Data**.
2. Verify the **Date Printed on Report** and **Report Title** and change if necessary.

The screenshot shows a web form for generating an enrollment verification report. At the top left is a 'Start Report' button. Below it are three input fields: 'Date Printed on Report' with the value '10/28/2008', 'Report Title' with the value 'Enrollment Data Verification Form', and 'Additional Text' with the value 'Please return this form to the school at enrollment/registration'. Below these fields is a section titled 'Student Selection Status:' containing four radio button options: 'All Active & Withdrawn', 'Only Active Students' (which is selected), 'Only Withdrawn Students', and 'Specify Custom Selection'.

3. Verify **Additional Text** to be included on the Enrollment Verification Form.
4. Select the appropriate **Student Selection Status**.
5. Click **Start Report**. The **Display Reports** screen displays.


Send this home with every student and make corrections as they come in. Be conscientious of siblings. The home telephone number is the only field used to match families and the family information is only kept from youngest child's record.

Combine Students into Families

Any students with no home telephone number will not be combined. Be conscientious of students living in group homes. If they have the same home telephone number, they will be combined into one large family.

1. Click **Utilities** → **Student** → **Combine Students into Families**.

The screenshot shows a confirmation dialog box for the 'Combine Students into Families' utility. It features a 'Continue' button at the top left. The main text explains that the utility combines students with the same home phone number into the same family, affecting only students with enrollment in the current year (Projected, Verified, or Withdrawn). It also states that primary parents and address info will be taken from the youngest student, and alternate parents and emergency contacts will be added for all students. At the bottom, there is a checkbox labeled 'Delete Families with No Students' which is currently unchecked.

2. Check the box to **Delete Families with No Students** if you wish to do so at this time. If you choose not to check this box, you may run that utility separately later.
3. Click **Continue**. A confirmation prompt displays. Click **OK** to proceed with the utility.
4. The **My Reports** screen displays. Click **Update Display** to refresh the **Status** of the report. Once the **Status** is complete, click the view  icon to view the report.

10/28/2008	Edwards High School	ZZHS0607
10:43:34	Combine Students into Families	Page: 1
0	Completed successfully. 233 students affected.	

5. Click **Done** to exit.

Delete Families with No Students


If you did not check the box to delete families with no students, you may wish to review any large families which have been incorrectly combined based on home telephone number. To move students back into the appropriate family, find the family with no students and click

Find and Move Students to This Family

Once you have completed this task, you can delete the remaining extraneous families.

1. Click **Utilities** → **Student** → **Delete Families with No Students**.

Continue
This utility deletes families that have no students

2. Click **Continue**. A confirmation prompt displays. Click **OK** to proceed with the utility.
3. The **My Reports** screen displays. Click **Update Display** to refresh the **Status** of the report. Once the **Status** is complete, click the view  icon to view the report.
4. Click **Done** to exit.